

Tennessee Department of Education (TDOE)

School and Program Approval Form

Please use the attached materials to request a new school/program number, request a change to a school/program type, name, address, grade figuration change, or to close a school/program.



Office of Data Quality and Integrity

Tennessee Department of Education

Please complete all appropriate sections of the School and Program Approval form. Please email the check list below and all completed sections to the attention of the TDOE Office of Data Quality and Integrity at Education.DataQuality@tn.gov. If you are submitting a school approval form as part of an application for a new municipal/city local education agency, please submit, along with such application, to the TDOE Office of General Counsel at Christy.Ballard@tn.gov.

REQUEST COVER SHEET

ITEM	CHECK IF INCLUDED
School District Information	<input type="checkbox"/>
Request Type (To Include all Corresponding Sections for the Type)	<input type="checkbox"/>
Assurances (Signature of the Director of Schools)	<input type="checkbox"/>
Addendum A (Adult High School)	<input type="checkbox"/>
Addendum B (Nontraditional School)	<input type="checkbox"/>
Addendum C (Virtual School)	<input type="checkbox"/>

TDOE School and Program Approval Form

By June 1st each year, please submit all LEA school and programs forms. All forms should be submitted at the same time, as one submission, on the same date.

Please use the attached form to request the following:

- A school or program number,
- Change the school or program type,
- Request a school or program name, address or grade configuration change, or
- Close a school or program.

To complete this process, complete the school district information section, determine the request type and complete the corresponding sections. The Director of Schools must read and sign the assurances section. **All fields, for each request type, must be completed to process the request.**

If you are applying for a school number, the facility must meet the State Board of Education's (SBE) definition of a school. The definition is as follows:

"A public school is the basic administrative unit of a state, county, city or special district school system, consisting of one or more grade groups, one or more teachers to give instruction, and one principal, which school shall be subject to the statutes of the State of Tennessee, and to rules, regulations, and minimum standards of the Tennessee State Board of Education."

All requests will be reviewed by the TDOE Office of Data Quality and Integrity and other appropriate entities before a school or program number is issued. TDOE reserves the right to review and approve all decisions regarding school or program numbers, or school or program types. TDOE will notify the LEA in writing of the decision for each form submitted.

Questions regarding this form and the school and program number approval process may be directed to Karen.Daniels@tn.gov or (615) 532-1254.

SCHOOL DISTRICT INFORMATION:

School District Name:	Date:
Director of Schools:	School District Number:
School District Phone Number:	School District Fax:
School District Address:	City and Zip Code:
Person Completing Form(if different from above):	Phone Number of Person Completing Form:
E-mail Address of Person Submitting Form:	

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REQUEST TYPE:

Please check all that apply and then complete the corresponding sections for each request.

- ☐ New School or Program Number *(Complete Sections A and B)*
- ☐ Change School or Program Type *(Complete Section A)*
- ☐ Change School or Program Name *(Complete Sections A, C and D)*
- ☐ Change Address *(Complete Sections A, C and E)*
- ☐ Change Grade Configuration *(Complete Sections A, C and F)*
- ☐ Change Principal Name *(Complete Sections A, C and G)*
- ☐ Close a School or Program *(Complete Sections A, C and H)*

School or Program Number:	School or Program Name:
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✓ Section A – Complete for all requests

Check school or program type below. Districts that would like a school to be classified as an Adult High School, a Nontraditional School, or as a Virtual School must complete the noted addendum.

- ☐ Regular Public
- ☐ Public Charter
- ☐ Pre-K
- ☐ Career Technical Vocational
- ☐ Adult High School (Also complete Addendum A)
- ☐ Nontraditional (Also complete Addendum B):
 - ☐ Alternative Education Program
 - ☐ Alternative School
 - ☐ ELL Newcomer Center
 - ☐ Nontraditional School
 - ☐ Hybrid Nontraditional School
- ☐ Virtual School (Also complete Addendum C)

<i>If school or program type change is requested, please note previous type:</i>
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ASSURANCES:

By signing below, I certify that all the information provided above, and in the attached sections, is accurate and complete, to the best of my knowledge. I understand that if any of the above information changes, I am obligated to update school or program information with the Tennessee Department of Education via the same process presented above. **I also certify that the request in no way circumvents accountability measures under state or federal law, including the federal *Elementary and Secondary Education Act (ESEA)*.** Obtaining a new school number does not guarantee receiving a "New School" accountability status (if applicable). If I have requested an adult, nontraditional or virtual school or program number, I understand that our district must follow the criteria set forth in the applicable addendum as a condition of receiving and retaining that particular status.

Director of Schools Signature of Assurances:	
Print Director's Name:	
Date:	

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✓ Section B – New School or Program

Is this request related to a school or program?

☐ School

☐ Program

New School or Program Name:		Date Opening:	
Principal's or Program Director's Name:		Lowest Grade Level:	Highest Grade Level:
School or Program Phone Number:		School or Program Fax:	
School Email Address:		Web Address:	
School or Program Address, City and Zip Code:			
Is this school or program replacing an existing one? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give the name of the school or program that is being closed. (If yes, a form must also be submitted at the same time with this request for the closing school.)			
If this request is for a pre-k site, please select funding source:		School/Program Implementation Phase: <input type="checkbox"/> Pilot <input type="checkbox"/> Expansion <input type="checkbox"/> Lottery <input type="checkbox"/> Other	
Nearest Elementary School (for Pre-K School/Program # Requests Only):		<input type="checkbox"/> Full-Time Supervision Principal <input type="checkbox"/> Full-Time Teaching Principal <input type="checkbox"/> Full-Time Program Director	
Number of Teachers:		Length of Teacher Day: Hours Minutes	
Estimated Student Enrollment: Total In-District Out-of-District		Length of Student Day: Hours Minutes	
Are students assigned on a permanent basis per school year? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What tests will be administered?		Implementation of a School Improvement Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do students receive official Tennessee High School Diplomas/ Mastery Certificates from this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Congressional District:		Enrollment & Attendance Software Package:	

Additional Comments:

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✓ Section C – Complete for all change requests below

School or Program Number:	School or Program Name:
Effective Date of Change(s) noted in sections below:	

Additional Comments:

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✓ Section D – Change School Name

Current School or Program Name:	New School or Program Name:
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✓ Section E – Change School Address

Current Address, City and Zip Code:
New Address, City and Zip Code:

✓ Section F – Change School Grade Configuration

Current Grades Served:	New Grades Served:
Current Student Enrollment Count:	New Student Enrollment Count:

✓ Section G – Change Principal Name and/or Email Address

Current Principal's Name:	New Principal's Name:
	New Principal's Email:

✓ Section H – Close a School or Program

School or Program Number:	Date of School or Program Closing:
School or Program Name:	
Is another school/program opening in this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give the name of the other school opening in this facility. (If yes, a form must also be submitted at the same time with this request for the other school opening in this facility.)	

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For TDOE Use Only:

Assign a new school number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what current school number should be used for this request?	
Requested a review by Accountability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Accountability Recommendation	
Additional Comments:	

For Office of Early Learning (OEL) Use for Pre-K Only:	
Date Received at OEL:	
OEL Executive Director's Signature:	
Print OEL Executive Director's Name:	
Date:	
Program Number Assigned:	

Appropriate TDOE Division Recommendation/Notification

(i.e., Adult, Career Technical, Nontraditional, Regular, Achievement School District):

TDOE Division:	
School or Program Classification To Be Used:	
Authorized Official's Signature:	
Print Authorized Official's Name:	
Date:	
Additional Comments:	

FINAL Authorization Approval:

FINAL School or Program Number Assigned (If Applicable):	
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ADDENDUM A (ADULT HIGH SCHOOL CLASSIFICATION REQUEST)

Below you will find additional questions related to your request to be classified as an adult high school. To be considered under this school type, the district must be able to answer “yes” to all the questions posed. Questions regarding the adult high school classification may be directed to the appropriate educational consultant found below.

Adult High School

Educational Consultant: Vacant

Please answer the questions below. If “yes” is not answered on each of the following questions, then the request does not meet the criterion set forth to be classified as an adult high school.

- **Is the school in a standalone facility as defined by the State Board of Education?**
☐ Yes ☐ No

- **Does the school serve adult education students that are at least 17 years of age and withdrawn from the regular public school program? (Deviations from minimum age rule are permitted provided policies and procedures governing adult education attendance are included in a plan approved by the local board of education.)**
☐ Yes ☐ No

- **For accountability purposes, the adult education student will be counted as a “dropout” unless the student completes all regular high school diploma graduation requirements within 4 years and a summer, and is transferred back to the school of origin.**
☐ Yes, the district understands that students enrolled in the adult high school will be counted as a “dropout” unless the student completes all regular high school diploma graduation requirements within 4 years and a summer, and is transferred back to the school of origin.
☐ No

- **At minimum, the adult high school operates on a 4 hour school day.**
☐ Yes ☐ No

- **Adult learners work towards a regular high school diploma.**
☐ Yes ☐ No

ADDENDUM B (NON-TRADITIONAL CLASSIFICATION REQUEST)

Non-traditional Education is defined as:

“A non-traditional academic program is designed to meet the student’s educational, behavioral, and social needs.”

Below you will find the various nontraditional programs and school types. Check the category that best describes the school or program. Below each type you will also find a series of questions. To be classified under that type, the district must be able to answer “yes” to all the questions posed. The school can **ONLY** be classified under a single category. Questions regarding the nontraditional classification status may be directed to the appropriate educational consultant found below. A diagram of the nontraditional types has been included for your convenience.

☐ **Alternative School**

Educational Consultant: Lori Paisley (615) 532-4774 or lori.paisley@tn.gov

Please answer the questions below. If “yes” is not answered on each of the following questions, then the request does not meet the criterion set forth to be classified as an alternative school.

- **Is the school in a standalone facility as defined by the State Board of Education?**
☐ Yes ☐ No
- **Does the school ONLY serve students for punitive reasons (i.e. suspension, expulsion, etc.)?**
☐ Yes ☐ No
- **By requesting and receiving a school number the district agrees to flag all students as ALTERNATIVE in the district’s Student Information Systems Package (SIS).**
☐ Yes, I understand that all alternative education students must be flagged in the district’s SIS package.
☐ No
- **By requesting and receiving a school number students’ school of origin will be the school of record for accountability purposes and NOT the alternative school.**
☐ Yes, I understand that students enrolled in an alternative school will be reported at the school of origin for accountability purposes.
☐ No
- **The alternative school operates on a 6 ½ hour school day.**
☐ Yes ☐ No
- **Are you required to submit a school improvement plan?**
☐ Yes ☐ No
- **The alternative school is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.**
☐ Yes, the district agrees to align with the State Board standards for alternative education and to complete a yearly self-assessment to determine alignment with the standards.
☐ No

☐ **Alternative Education Program**

Educational Consultant: Lori Paisley (615) 532-4774 or lori.paisley@tn.gov

Please answer the questions below. If “yes” is not answered on each of the following questions, then the request does not meet the criterion set forth to be classified as an alternative education program.

- **Does the program ONLY serve students for punitive reasons (i.e. suspension, expulsion, etc.)?**
☐ Yes ☐ No
- **By requesting and receiving a program number the district agrees to flag all students as ALTERNATIVE in the Student Information Systems Package (SIS).**
☐ Yes, the district agrees that all alternative education students will be flagged in the district's SIS package.
☐ No
- **By requesting and receiving a program number, the students' school of origin will be the school of record for accountability purposes, and NOT the school hosting the alternative education program.**
☐ Yes, the district agrees that students enrolled in an alternative education program will be reported at the school of origin for accountability purposes.
☐ No
- **The alternative education program operates on a 6 ½ hour school day.**
☐ Yes ☐ No
- **The alternative education program is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.**
☐ Yes, the district agrees to align with the State Board standards for alternative education and to complete a yearly self-assessment to determine alignment with the standards.
☐ No

☐ **ELL Newcomer Program/Center**

Educational Consultant: Jan Lanier (615) 532-6314 or jan.lanier@tn.gov

Please answer the questions below. If "yes" is not answered on each of the following questions, then the request does not meet the criterion set forth to be classified as an ELL Newcomer Program/Center.

- **The ELL Newcomer Program/Center ONLY serves students with limited English proficient (English Language Learners¹).**
☐ Yes ☐ No
- **By requesting and receiving a program number the district agrees to flag all students as ELL in the Student Information Systems Package (SIS).**
☐ Yes, the district agrees that all ELL students will be flagged in the district's SIS package.
☐ No
- **By requesting and receiving a program number students' school of origin will be the school of record for accountability purposes and not the ELL Newcomer Program/Center.**
☐ Yes, the district agrees that students enrolled in an ELL Newcomer Program will be reported at the school of origin for accountability purposes.
☐ No
- **The ELL Newcomer Program/Center operates on a 6 ½ hour school day.**
☐ Yes ☐ No
- **No one student will spend more than a single academic year in the program.**
☐ Yes, no student will spend more than a single academic year in the ELL Newcomer Program/Center.
☐ No

☐ **Nontraditional Schoolⁱⁱ**

Educational Consultant: Lori Paisley (615) 532-4774 or lori.paisley@tn.gov

Please answer the questions below. If "yes" is not answered on each of the following questions, then the request does not meet the criterion set forth to be classified as a nontraditional school.

- **Is the school in a standalone facility as defined by the State Board of Education?**
☐ Yes ☐ No
- **Does the school ONLY serve nontraditional learners that are permanently placed at the nontraditional school? Schools that serve punitive placements do not fall into this nontraditional category.**
☐ Yes ☐ No
- **The nontraditional school operates on a 6 ½ hour school day.**
☐ Yes ☐ No
- **Are you required to submit a school improvement plan?**
☐ Yes ☐ No
- **By requesting and receiving a nontraditional school number, the school will be considered the primary enrollment for all students attending. Furthermore, the school will be accountable for all students enrolled.**
☐ Yes, the district agrees that ALL students enrolled in the nontraditional school will be reported at that school for accountability purposes.
☐ No
- **The nontraditional school is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education and agrees to complete a self-assessment each school year.**
☐ Yes, the district agrees to align with the State Board standards for alternative education and to complete a yearly self-assessment to determine alignment with the standards.
☐ No

☐ **Hybrid Nontraditional Schoolⁱⁱⁱ**

Educational Consultant: Lori Paisley (615) 532-4774 or lori.paisley@tn.gov

Please answer the questions below. If "yes" is not answered on each of the following questions, then the request does not meet the criterion set forth to be classified as a hybrid nontraditional school.

- **Is the school in a standalone facility as defined by the State Board of Education?**
☐ Yes ☐ No
- **The hybrid nontraditional school operates on a 6 ½ hour school day.**
☐ Yes ☐ No
- **Are you required to submit a school improvement plan?**
☐ Yes ☐ No
- **The hybrid nontraditional school is actively pursuing attainment of the recommended guidelines set forth by the State Board of Education relative to alternative education, and agrees to complete a self-assessment each school year.**
☐ Yes, the district agrees to align with the State Board standards for alternative education and to complete a yearly self-assessment to determine alignment with the standards.
☐ No

- Does the hybrid nontraditional school contain at least two of the following elements? If so, check the elements that will be housed within the hybrid school and complete the information found below each element.

SCHOOL ELEMENTS

☐ Alternative Education for the Alternative Learner

1. **Does the school serve students for punitive reasons (i.e. suspension, expulsion, etc.)?**
☐ Yes ☐ No
2. **By requesting and receiving a school number the district agrees to flag all students that are in attendance for punitive reasons (i.e. suspension, expulsion, etc.) as ALTERNATIVE in the Student Information Systems Package (SIS). For accountability purposes, these students' school of record will be the school of origin and NOT the hybrid nontraditional school.**
☐ Yes, I understand that all alternative education learners must be flagged in the district's SIS package and that these students' school of record will be the school of origin for accountability purposes.
☐ No

☐ Nontraditional Education for the Nontraditional Learner

1. **Does the school serve nontraditional learners that are permanently placed at the hybrid nontraditional school?**
☐ Yes ☐ No
2. **By requesting and receiving a school number, the hybrid nontraditional school will be considered the primary enrollment for ALL nontraditional learners attending. Furthermore, the school will be accountable for students falling into this category.**
☐ Yes, the district agrees that all nontraditional learners enrolled in the hybrid school will be reported at that school for accountability purposes.
☐ No

☐ English as a Second Language for the English Language Learner (Newcomer Program) Educational Consultant: Jan Lanier (615) 532-6314 or jan.lanier@tn.gov

1. **Does the school serve students with limited English proficient (English Language Learners)?**
☐ Yes ☐ No
2. **By requesting and receiving a school number the district agrees to flag all English Language Learners as ELL in the Student Information Systems Package (SIS).**
☐ Yes, the district agrees that all ELL students will be flagged in the district's SIS package.
☐ No
3. **By requesting and receiving a school number all ELL students' school of origin will be the school of record for accountability purposes and NOT the hybrid school.**
☐ Yes, the district agrees that all ELL students enrolled in the school will be reported at the school of origin for accountability purposes.
☐ No
4. **No student will spend more than a single academic year in the school unless becoming a permanent nontraditional learner.**
☐ Yes, no ELL student will spend more than a single academic year in the hybrid school unless becoming a permanent nontraditional learner.
☐ No

ⁱ LIMITED ENGLISH PROFICIENT —The term 'limited English proficient', when used with respect to an individual, means an individual—

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C)(i) who was not born in the United States or whose native language is a language other than English;
- (ii)(I) who is a Native American or Alaska Native, or a native resident of the outlying areas; and
- (II) who comes from an environment where a language, other than English, has had a significant impact on the individual's level of English language proficiency; or
- (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individuals (who are denied i or ii or iii)
- (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
- (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
- (iii) the opportunity to participate fully in society.

ⁱⁱ If the school requires a waiver of rules and regulations pursuant to **Tenn. Code Ann. §49-1-207 (Innovative Educational Programs)**, then **the district must first get approval from the school board before submitting a request for approval to the Commissioner of Education.**

ⁱⁱⁱ If the school requires a waiver of rules and regulations pursuant to **Tenn. Code Ann. §49-1-207 (Innovative Educational Programs)**, then **the district must first get approval from the school board before submitting a request for approval to the Commissioner of Education.**

ADDENDUM C (VIRTUAL SCHOOL CLASSIFICATION REQUEST)

Below you will find additional questions related to your request to be classified as a virtual school. To be considered under this classification, the district must be able to answer “yes” to all applicable questions posed and provide the requested documentation. Questions related to the virtual school classification may be directed to the appropriate contact found below.

VIRTUAL SCHOOL

Dept. Contact: Brett Turner (615) 440-2372 or brett.turner@tn.gov

Please answer the questions below. Where applicable, if “yes” is not answered, then the request does not meet the criteria set forth to be classified as a virtual school.

1. Has the school been approved by the local board of education?
☐ Yes ☐ No
2. Will the school use technology to deliver a significant portion of instruction to its students via the Internet in a virtual or remote setting?
☐ Yes ☐ No
3. Will the school provide access to a sequential curriculum that meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education?
☐ Yes ☐ No
Please provide documentation of the proposed sequential curriculum, including the complete list of courses to be offered.
4. Has the district reviewed the virtual school curriculum and determined that the curriculum meets or exceeds the curriculum standards adopted by the Tennessee State Board of Education?
☐ Yes ☐ No
5. Will the school provide the same length of time for learning opportunities per academic year required under Tenn. Code Ann. § 49-6-3004 (minimum of 180 days of instruction & 6.5 hours per day)?
☐ Yes ☐ No
Please provide documentation of the district's plan to meet this requirement.
6. Will the district follow the provisions of Tenn. Code Ann. § 49-6-3007 relative to the enforcement of compulsory attendance for students enrolled in the virtual school?
☐ Yes ☐ No
Please provide documentation of the district's plan to monitor attendance and enforce compulsory attendance laws.
7. Will the district monitor student participation and progress to ensure students meet participation requirements and make progress toward successful completion of courses?
☐ Yes ☐ No
Please provide documentation of the district's policies and procedures for recording, monitoring and reporting student participation and progress.
8. Will the district administer all state tests required of public school students to students enrolled in the virtual school in a proctored environment consistent with state test administration guidelines?

☐ Yes ☐ No

Please provide documentation of the district's plan to follow all security guidelines for administration of the Tennessee Comprehensive Assessment Program (TCAP) tests or successor tests.

9. Will the LEA evaluate the virtual school annually and include within the evaluation the following criteria:

- a. The extent to which the school demonstrates increases in student achievement; and
- b. The accountability and viability of the virtual school, as demonstrated by its academic, fiscal and operational performance?

☐ Yes ☐ No

Please provide documentation of the district's plan to evaluate the virtual school.

10. Will the district ensure that students with special needs, including students with disabilities and students with limited English proficient are not excluded from enrolling and participating in the virtual school?

☐ Yes ☐ No

Please provide documentation of the district's plan to follow all federal and state laws, rules and regulations relative to administration of special education and ELL services, including the district's plan to identify, provide and monitor special education/ related services to eligible students enrolled in the virtual school.

11. Will the district assign a teacher to each course offered by the virtual school and to each student enrolled in such course?

☐ Yes ☐ No

12. Will the district ensure all teachers employed to provide services to the students enrolled in the virtual school are endorsed in their course content area and qualified to teach in Tennessee?

☐ Yes ☐ No

13. Will the district provide instructional materials; access to necessary technology such as a computer and printer; and access to an Internet connection to each family with a student enrolled in the virtual school?

☐ Yes ☐ No

14. Will the district meet class size standards as established by Tenn. Code Ann. § 49-1-104?

☐ Yes ☐ No

Please provide documentation of the district's plan to comply with class size maximums.